Tribhuvan University
Faculty of Management

Lab Report of IT 231:IT and Applications LAB

REPORT

Submitted to

Department of Business Administration Mechi

Multiple Campus

In partial fulfillment of the requirements for the Bachelors of Business Administration

Submitted by Prakrity Upreti
Roll no: 51
,2080

Under the Supervision of

Pramod Kumar Soni

Tribhuvan University Faculty of Management Mechi Multiple Campus

Supervisor's Recommendation

I here by recommend that this report prepared under my supervision by Prakrity Upreti entitled**"LabReportofIT231:ITandApplications"**in partial fulfillment of the requirements for the degree of Bachelor of Administration (First Semester) is recommended for the final evaluation.

…..………..

SIGNATURE

…..………

……

SUPERVIS

OR

<<AcademicDesignation>>

<<Department>>

<<Full address of Dept.& Campus>>

Tribhuvan University
Faculty of Management
Mechi Multiple Campus

LETTEROFAPPROVAL

This is to certify that this report prepared by Prakrity Upreti entitled **"LabReport of IT 231: IT and Applications"** in partial fulfilled of the requirements for the degree of Bachelor in Business Administration (First Semester) has been evaluated. In our opinion it is satisfactory in the scope and quality as a project for the required degree.

SIGNATUREofSupervisor NameandAcademic designation Departmentnameandfulladdressofthe Campus	**SIGNATUREofProgram Director** NameandAcademic designation Departmentnameandfulladdressofthe Campus
SIGNATUREofInternalExaminer **Internal Examiner**	**SIGNATUREofInternalExaminer** **External Examiner**

Acknowledgement

First of all I would like to express my thankfulness to Pramod Kumar Soni sir, and whole faculty of management who has provided me this opportunity. I am really grateful to sir Pramod Kumar Soni for this kind of support in my project.

We are making these report as it is compulsory required by Mechi Multiple Campus. It is compulsory report that should be submitted to the college in order to get practical marks. For this report our IT and application's teacher has motivated us. We are also guided by him to score good marks in practical. He has suggested how to make the report. He was the main source for us to make the report ready for MMC.In this report, we the student of BBA were engaged and I would like to express my deep thankful particularly to all of them. We are doing this report to be very helpful for coming days.

Thankyou

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A. Word Processing Software

1. Write an application to apply the post of Java programmer with your bio-data.

2. Prepared the following form in any word processing software.

3. Preparea month calendar using table.

4. Design a well formatted Newspaper page containing text ,pictures ,drop cap, chart etc.

B. Spreadsheet Software.

1. Create marks ledger of 5students as per following condition.

2. Prepare the following bill according to given conditions.

3. Calculate the salary sheet as the condition given below with charts.

4. Calculate the following Tele-Communication Sheet.

C. Presentation includes any 10 slides of topic given in class in lab report.

MSWord

Microsoft Word is a word processor developed by Microsoft.It was first released
on October 25, 1983, under the name Multi-word Word for Xenix
systems.Microsoft Word is a word processing program that allows for the creation
of both simple and
Complex documents.MSWord enables users to do write-ups,create documents,resumes,
contracts, etc. This is one of the most commonly used programs under the Office suite.

Although MicrosoftWord is popular,there are other wordprocessor programs.Below
is a list of some popular word processors in alphabetical order.

- Abiword.
- Apple iWork -Pages.
- AppleTextEdit-Applemac-OS included wordprocessor.
- CorelWordPerfect.
- Dropbox Paper (onlineandfree).
- Google Docs(onlineandfree).
- Libre Office->Writer(free).
- MicrosoftOffice ->Microsoft Word.
- MicrosoftWordPadetc.

I. Write an application to apply the post of Java programmer with your bio-data.

<div align="right">
Bhadrapur-6,Jhapa

ProvinceNo

:1

20/09/2079
</div>

Mr. Jack

Mullian Oracle

Corporation

Oracle Parkway

Redwood Shores,CA 94065

<div align="center">Sub:Application for post of java programmer</div>

Dear Sir,

I wish to apply for the post of Programmer, which was advertised in NewYork Times. I believe that I can give my best for your company. I am a BCA graduate with 3.90 GPA. I have also participated in numbers of Programming in the internship at Google. I am familiar with UNIX, Windows, Linux and MAC.

I have also attached a copy of my CV with this application. If you feel that you are familiar with my education and skills, you can contact me prakritiupreti59@gmail.com.Please let me know if there is any further information you require. I look forward to hear from you.

Yours
sincerely,
Prakrity
Upreti

C.V

PERSONALDETAILS

Name   **Prakrity upreti**

Nationality   : Nepalese

Date of Birth   : 2004/08/18

Father's Name   :Santosh Uprety

Mother's Name   :Harimaya uprety

Contact No   9814983986

Marital status   : Unmarried

Gender   : Female

Blood Group   : AB+
Language Proficiency : Nepali and

English Current Address   :Birtamode-3

OBJECTIVE

To hold a responsible position in a reputed organization that provide challenging &rewarding career with ample growth opportunities that will further enhance a strategic thinking and an ability to work with independent sight.

EDUCATIONALQUALIFICATION

➢ S.E.E from Kanchanjunga English school

➢+2from Kanchanjunga Namuna college

➢ Bachelor from MechiMultiple Campus

COMPUTERKNOWLEDGE

➢ Knowledge in Computer Applications &Internet Securing

➢ Computer Database

➢ MS Office Package

➢ Proficiency Tally(all-versions)

➢ Java Programming

➢ C Programming

➢ Python Programming

➢ Graphics Designing

➢ Document scanning and printing

➢ English typing

KEY STRENGTHS

Time Utilization	Effective Utilization of value of time
Good relation among the workers	Well-disciplined and sincere person
Honest &Hardworking	Co-operative and friendly

DECLARATION

I hereby declare that the information given above is true to the best of knowledge and belief. If I get any opportunity in your organization. I will assure you that I work sincerely to achieve your expectation.

Prakrity upreti

(Applicant)

II. Please type your answer.Use additional of paper if necessary.

1.	Last Name:	First Name:Middle Name:	
2.	Mailing Address: Street: City:	State:	Zip:
3.	Daytime Telephone Number:( ) Email Address:		
4.	Date of Birth: Mon th: Day:	Year:	
5.	Cumulative Grade Point Average (GPA)	(On a4.0 Scale)	
6.	Name and location of High School:		
7.	A. List any academic honors ,awards and membership activities while in high school. B. List your hobbies ,outside interest,extra curricular activities and school related volunteer activities: C. List your non-school sponsored volunteer activities in the community:		
8.	A. If you have decided to the college you will attend, please list the school name: B. If not,list your top three (3)college choices:		

II.Prepare an Identity Card.

MECHI MULTIPLE CAMPUS
BHADRAPUR,JHAPA

STUDENT IDENTITY CARD

PHOTO

Name:-..
Level:-......................................Roll No:-..........................
Address:-...
Valid upto:-...

Calendar of the year 2081

बैशाख/Baishakh (Apr/May)

SUN	MON	TUE	WED	THU	FRI	SAT
			1 15	2 16	3 17	4 18
5 19	6 20	7 21	8 22	9 23	10 24	11 25
12 26	13 27	14 28	15 29	16 30	17 May1	18 2
19 3	20 4	21 5	22 6	23 7	24 8	25 9
26 10	27 11	28 12	29 13	30 14	31 15	

IV. Design a well-formatted Newspaper page containing text,pictures,dropcut etc.

kathmandupost

Man injured during Biratnagar protest demanding renaming of Koshi province dies.

Padam Limbu Lajehang, who had sustained head injuries following a clash with the police during a protest held in Biratnagar on March 19, died while undergoing treatment on Friday.A man who was injured following a clash with police personnel during the protests held in Biratnagar on March 19, died while undergoing treatment on Friday.

According to Province 1 Renaming Joint Struggle Committee, an organization protesting the name of Koshi province, informed that Padam Limbu Lajehang, who had sustained head injuries during a police baton charge during a protest held in Biratnagar died on Friday morning.Lajehang, 42, of Bajhgara in Dharan-15, was the central co- commander of the Limbuwan Volunteer affiliated to Sanghiya Loktantrik Rastriya Manch led by Kumar Lingden.Lajehang was under treatment at home despite suffering a serious head injury.

On Wednesday night, Lajehang fell unconscious after vomiting after which he was taken to Dharan-based BP Koirala Institute of Health Sciences and admitted to the intensive care unit.Preparations were underway to medevac Lajehang to Kathmandu when he passed away at 2.30 am on Friday morning while undergoing treatment.The committee on Friday issued a statement and demanded that Lajehang be declared a martyr.

MSPowerPoint

MS PowerPoint is a program that is included in the Microsoft Office suite. It is used to make presentations for personal and professional purposes. PowerPoint (PPT) is a powerful, easy-to-use presentation graphics software program that allows you to create professional-looking electronic slide shows. Some very popular presentation software, such as Microsoft's PowerPoint and Lotus's Freelance Graphics, are sold stand-alone or can come as part of office-oriented suites or packages of software. Other popular products include Adobe Persuasion, Astound, Asymetrix Compel,Corel Presentations, and Harvard Graphics

I. Presentation includes any 10 slides of topic given in class in lab report.

Submitted to Pramod soni sir

INTODUCTION TO CYBER SECURITY

Cyber security consists of technologies processes and controls designed to protect systems networks programs devicesand data from cyber attacks.
Bob Thomos is called the father of Cyber Security.

Benefits of cyber security

- Data protection
- Enhances productivity
- Boosting customer trust
- Business continuity
- Job security
- Financial savings
- Flexibility and scalability
- Reputation Protection

Basic three principle of cyber security includes;

Confidentiality=The principle of confidentiality specifies that only the sender and intended receiver should be able to access the contents of message.It not only implies to the storage of data but also applies to transmission of data.

Integrity=Integrity means that change need to be done only by the authorized user.When the contents of a message are changed after the sender sends it.before it reaches the intended user.

Availability=The principle of availability that resources should be available to authorized user at all times.

Major types of Cyber Security

- Network Security = It is any activity designed to protect the usability and integrity of the network and data.it includes both hardware and software technologies.It stops threats from entering or spreading into network.
- Cloud Security = it is also known as cloud computing security.It is a collection of security measures designed to protect cloud based infrastructure.applications and data.
- Physical Security = It is the protection of personnel.hardware.software.networks and data from physical actions and events that could cause serious loss or damage to an enterprise.agency or institution. This includes protection from fire.flood.natural disasters.theft and terrorism

VI:Steps to perform mail merge.

To use Mail Merge:

- Select the **Mailings** on the Ribbon.

- Select the **Start Mail Merge** command.
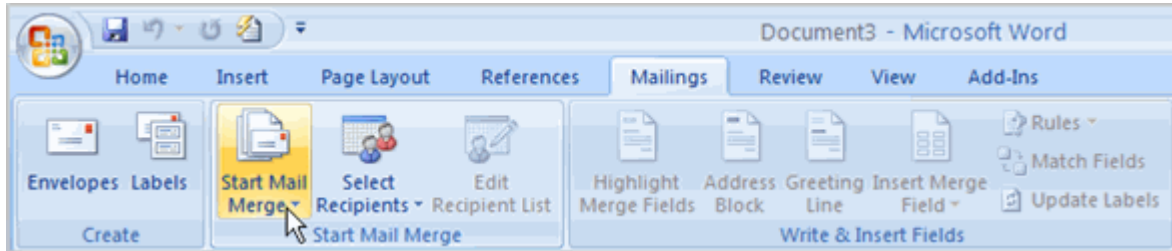


- Select **Step by Step Mail Merge Wizard**.

The Mail Merge task pane appears and will guide you through the **six main steps** to complete a merge. You will have several decisions to make during the process. The following is an example of how to create a form letter and merge the letter with a data list.

Steps 1-3

- Choose the type of document you want to create. In this example, select **Letters**.

- Click **Next:Starting document** to move to Step 2.

- Select **Use the current document**.

- Click **Next:Select recipients** to move to Step 3.

- Select the **Type a new list** button.

- Click **Create** to create a data source. The **New Address List** dialog box appears.

  o Click **Customize** in the dialog box. The Customize Address List dialog box appears.

  o Select any field you do not need, and click **Delete**.

  o Click **Yes** to confirm that you want to delete the field.

  o Continue to delete any unnecessary fields.

  o Click **Add**. The Add Field dialog box appears.

  o Enter the new field name.

  o Click OK.

  o Continue to add any fields necessary.

o   Click **OK** to close the Customize Address List dialog box.

To customize the new address list:
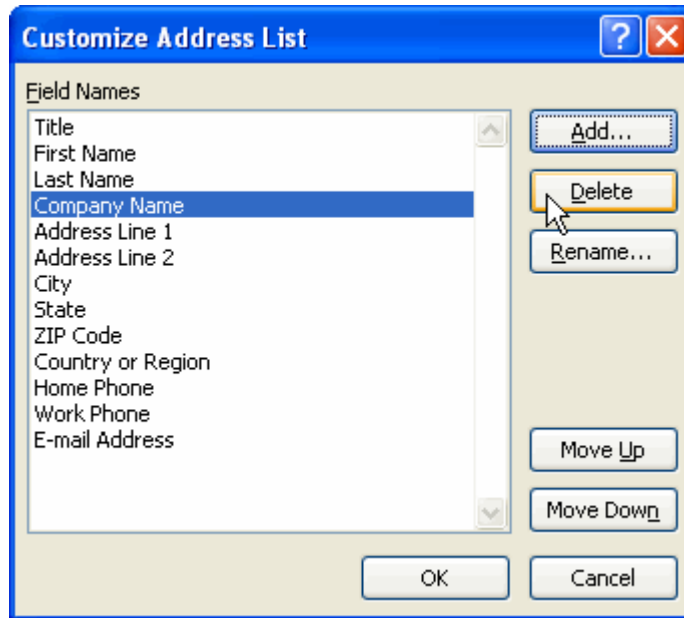
o   Enter the necessary data in the New Address List dialog box.

o   Click **New Entry** to enter another record.

o   Click **Close** when you have entered all of your data records.

o   Enter the file name you want to save the data list as.

o   Choose the location where you want to save the file.

o   Click **Save**. The Mail Merge Recipients dialog box appears and displays all of the data records in the list.

o   Confirm that the data list is correct, and click **OK**.

o   Click **Next:Write your letter** to move to Step 4.
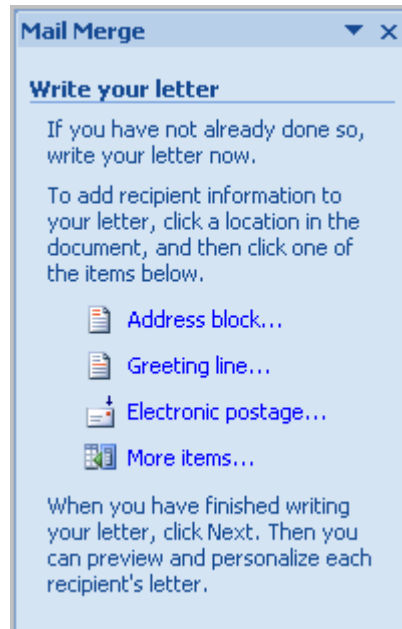
Steps 4-6

- Write a letter in the current Word document, or use an open existing document.

To insert recipient data from the list:

▪ Place the insertion point in the document where you want the information to appear.

- Select Address block, Greeting line, or Electronic postage from the task pane. A dialog box with options will appear based on your selection.

OR
- o Select More Items. The Insert Merge Field dialog box will appear.

- o Select the field you want to insert in the document.

- o Click **Insert**. Notice that a placeholder appears where information from the data record will eventually appear.

- o Repeat these steps each time you need to enter information from your data record.

- Click **Next: Preview your letters** in the task pane once you have completed your letter.

- Preview the letters to make sure the information from the data record appears correctly in the letter.

- Click **Next: Complete the merge**.

- Click **Print** to print the letters.

- Click **All**.

- Click **OK** in the Merge to Printer dialog box.

- Click **OK** to send the letters to the printer.

The Mail Merge Wizard allows you to complete the merge process in a variety of ways. The **best** way to learn how to use the different functions in Mail Merge is to try to develop several of the different documents—letters, labels, and envelopes—using the different types of data sources.

MSExcel

Excel is a spreadsheet program from Microsoft and a component of its Office product group for business applications. Microsoft Excel enables users to format, organize and calculate data in a spreadsheet.

By organizing data using software like Excel, data analysts and other users can make

information easier to view as data is added or changed. Excel contains a large number of boxes called cells that are ordered in rows and columns. Data is placed in these cells.

Some examples of MS Excel are as follows:-

- Microsoft Excel.
- Google Workspace.
- Quip.
- Apple Numbers.
- Zoho Sheet.
- Mini-tab Statistical Software.
- LibreOffice.
- WPS Spreadsheets etc.

Numerical operators and functions:

Problem 1						
SN	items	Rate	Qty	Total	Discount	Net Total
1	Keyboard	350	10	3500	350	3150
2	mouse	259	12	3108	310.8	2797.2
3	Monitor	8000	15	120000	12000	108000
4	Printer	10000	20	200000	20000	180000
5	speaker	250	16	4000	400	3600
Minimum rate of the items=				3500		
Maximum qty of the items=				20		
Grand Total of the item=				3520		
Average rate of the items=				3771.8		

Problem 2

SN	Name	Salary	TA	DA	Net Amount
Salary Sheet					
1	Tara Rai	12000	1800	1200	15000
2	Milan Subba	10000	1500	1000	12500
3	Tanka Thapa	8500	1275	850	10625
4	Binu Adhikari	6000	900	600	7500
5	Santi BK	45000	6750	4500	56250
Averagre Salary					16300
Maximum Salary					45000
Total Number of Staff					5
Grand Total					101875

Problem 3

		Salary Sheet of the personal			
SN	Name	Salary	Bonus	Tax	Net Salary
1	Ram Rai	25000	5000	3000	27000
2	Sita Subba	15000	3000	1800	16200
3	Mina Tamang	12000	2400	1440	12960
4	Mohan Thapa	8000	1600	960	8640
5	Shyam Thapa	6000	1200	720	6480
	Average				14256

Problem 4

SN	Name	Add	Post	Salary	Bonus	Tax	HA	Total
1	Sangam	Ktm	Manager	12000	0	1200	0	10800
2	Seeta	Jhapa	Accountant	11500	0	0	575	11500
3	Geeta	Ilam	Engineer	10000	0	0	500	10000
4	Ram	Phidim	Director	12500	0	0	625	12500
5	Krishna	Pokhara	Gardener	2500	375	0	125	2875
6	Mohan	Btm	Peon	5000	0	0	250	5000
7	Pritam	Ktm	Assistant	1600	240	184	0	1656

Problem 5

SN	Name	Add	Post	Salary	Bonus	Tax	Total
1	Sangam	ktm	Manager	12000	1200	1320	11880
2	Seeta	Jhapa	Accountant	11500	1150	0	12650
3	Gita	Ilam	Engineer	10000	1000	0	11000
4	Ram	Phidim	Director	12500	1250	0	13750
5	Krishna	Pokhara	Garderner	4500	540	0	5040
6	Mohan	Btm	Peon	5000	600	0	5600
7	Pritam	Ktm	Assistant	6000	720	672	6048

Problem 6

SN	Name	Add	Post	Salary	Bonus	Tax	Total
1	Sangam	ktm	Manager	12000	1800	1380	12420
2	seeta	Jhapa	Accountant	11500	0	0	11500
3	Gita	Ilam	Engineer	10000	0	1000	9000
4	Ram	Phidim	Director	12500	0	0	12500
5	Krishna	Pokhara	Gardener	4500	0	0	4500
6	Mohan	Btm	Peon	5000	0	0	5000
7	Pritam	ktm	Assistant	6000	0	600	5400

Problem 7

| Name of the std	English	Nepali	Math	Science	Social	Population	Account	Education	Total	Result	Percentage	Division	Rank
Ram khanal	67	84	46	74	84	84	84	73	596	pass	74.5	first	2
Sita Rai	56	75	54	74	67	64	83	94	567	pass	70.875	first	5
Gita Limbu	85	64	64	63	42	56	75	84	533	pass	66.625	first	6
Devi Chauhan	85	85	65	84	75	6	82	96	578	fail	0	**	0
Mina Pokhrel	75	93	85	99	84	46	84	93	659	pass	82.375	dis	1
Siva Khanal	68	92	73	67	75	74	99	47	595	pass	74.375	first	3
Santi Dahal	95	53	63	83	75	84	47	85	585	pass	73.125	first	4
Saroj Rajabanshi	78	64	85	9	83	95	62	68	544	fail	0	**	0

Write mathematical equation and prepare a pyramid.

- $C(Q) = \frac{2}{5}Q^5 - 15\,Q^3 + 120Q + 10$

- $\frac{df}{dt} = \lim\limits_{h \approx 0} \frac{f(t+h) - f(t)}{h}$

- $\alpha + \beta = \frac{-b + \sqrt{b^2 - 4ac}}{2a} + \frac{-b + \sqrt{b^2 - 4ac}}{2a}$

- $\log_a[7 + \log_4\{13 +$
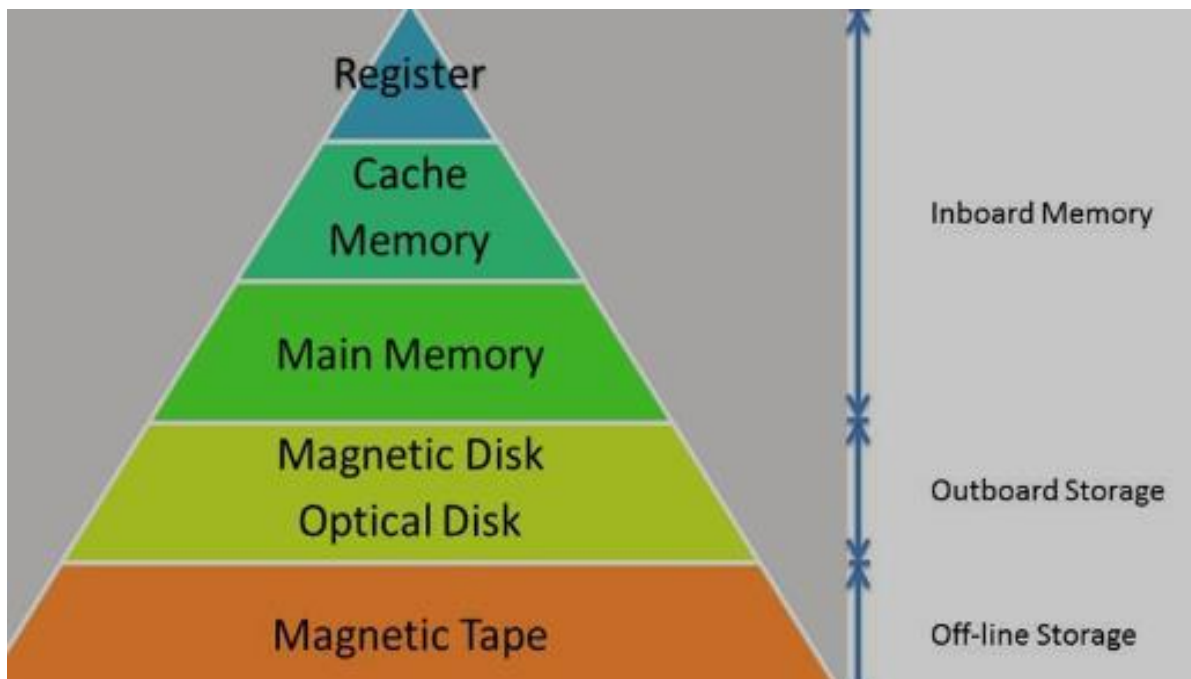
Internal and External Commands Used in MS-DOS

Internal Commands
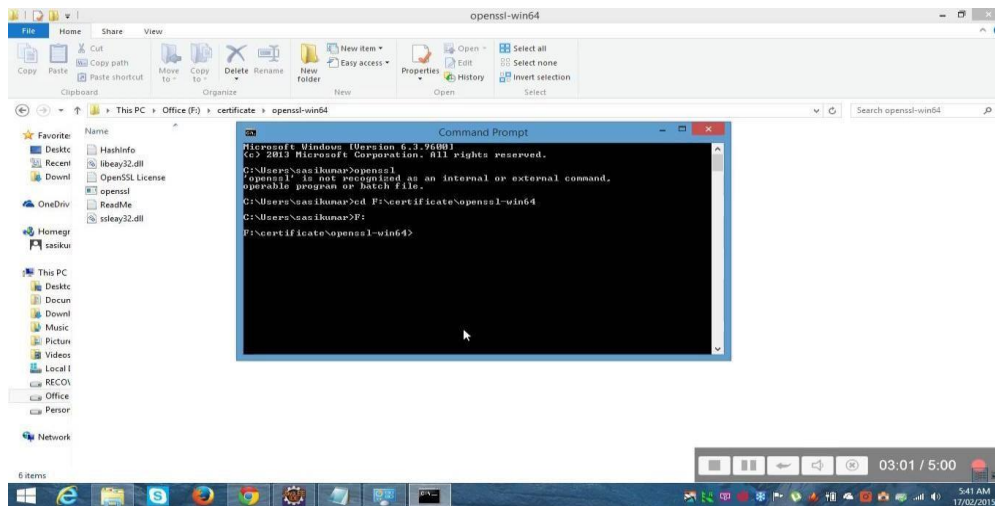
CLS

Thiscommandclearsthe screen.

Syntax: CLS

Example:C:/>CLS **DIR**

Syntax:DIR[drive][switches]
whereswitchesandtheirmeaningsaregiven below:

Switch	Meaning
/P	Page-wisepausing
/W	Wide-wisepausing
/AD	Directories
/AH	Hiddenfiles
/0	Displaysfiles/directoriesinsortedorderwithfollowingspecifications

Use: Displaysfiles,directoriesandsub-directories.
Example: dir d: /p
Output: Displayslistofdirectorypagewise

COPY

Syntax:COPY
Use: Thiscommandcopiesfile(s)fromonelocationtoanother.
Example:C:\>COPYC:\NepalC:\china
TYPE

Syntax:TYPE
Use: Usedtodisplaythecontentofa file.
Example:C:\>TYPENepal.txt
Output: Thiscommanddisplaytheinformationcontainedinthefilename Nepal.txt

Other Examples:
C:\>TypeREED.txt
NowyoucanviewthecontentofREED.txt

REN

Syntax:REN
Use: Usedtorenameafile.
Example:A:\>RENnepal.doc patan.doc
Output: Thiswillrenametheoldfilenepal.docinto patan.doc

Other Examples:
C:\>REN*.COM*.EXE
Torenameallthefileshaving.comasanextensionintotheextension.exe with the same primary file name of drive C.

DEL

Syntax: DEL filename
Use: Used to delete file(s)
Example:C:\>DELtry.exe
Output: Itdeletestry.exefilefromdriveC.

MD

Syntax:MD<directory-
name>**Use:**Usedtocreateadirector
y **Example:** C:\>MD School
Output: Adirectorynamed"School"iscreatedinrootdirectoryC.

Date

Syntax: Date
Use: Thiscommandisusedtodisplayandchangesystemdateofthe computer.
Example: C:\>DATE
Output: Currentdateissat08-04-2004 Enter new date
(mm-dd-yy):

Time

Syntax:TIME
Use: Thiscommandisusedtochangeanddisplaythecurrentsystemtimeof the computer.
Example:C:\>TIME
Output: Currenttimeis7:15:01.91
Enter new time:

CD
Syntax:CD
Use: Usedtochangeorgetintothedirectory.
Example:C:\>CDSchool
Output: ThiscommandletusgetintodirectorySchoolandwewillbeinC:\ School>

RD

Syntax:RD[directory]
Use: Usedtoremoveadirectory,butthedirectorymustbeempty.
Example:C:\>RDSchool
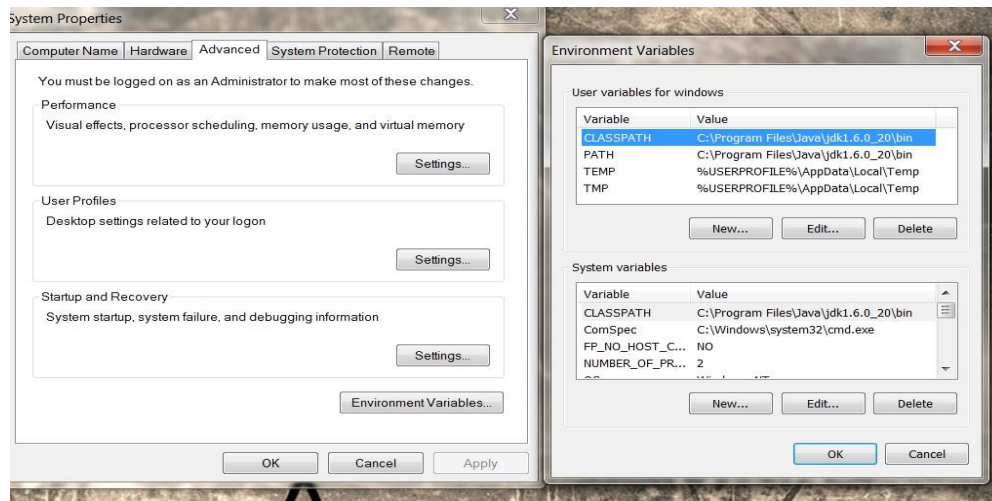**Output:**ItremovesdirectorySchool, whichisinCdrive.
VOL

Thiscommandshowsvolumelevelinthedisk.

Syntax:VOL[Drive:]

Example: c:/>VOL

EDIT

Syntax:EDIT
Use: Usedtoedit files.
Example:C:\>EDITSuyasha.txt
Output: ThiscommandwillopentheDOSfileSuyasha.txtandwillallowusto edit the file.

FORMAT

Thiscommandisusedtoformatthedisk.   **Syntax:**

Format [Drive:] [Path] File name **Example:** c:/

format d:/Q/

Overview
Commandsthatneedexternaladditionalfilewithcommand.comareexternal commands. Example: XCOPY, CHKDSK, LABEL, TREE etc. This note contains brief description on external command used in DOS.

External Command

TREE

Syntax: TREE
Use: Used to display all the files, sub-directories and directories in a tree- structure.
Example: C:\>TREE
Output: This command will display tree structure along with the of C drive disk.

DELTREE

Syntax: DELTREE
Use: Used to remove directory which is empty or non-empty.
Example: C:\>DELTREE C:\Nepal\.
Output: This command deletes all the files, sub-directories and lower sub- directories of director "Nepal" of C drive permanently with confirmation.

DISKCOPY

Syntax: DISKCOPY [source drive:] [target drive:] [switch]
Use: Used to make duplicate copy of a disk. While copying, both the disk must have equal capacity.
Example: C:> DISKCOPY A: B:
Output: This command allows us to copy the contents or A drive to B drive.

UNDELETE

Syntax: UNDELETE [filename]
Use: Used to recall deleted files.
Example: C:\>UNDELETE*.DOC
Output: This command starts recovering all deleted file whose extension is DOC from root directory C.

SYS

Syntax:SYS[drive:]
Use: Usedtotransfersystemfilesfromonedisktoanother.
Example:C:\>SYSA:
Output: ThiswillbetransfersystemfilesfromCdisktoAdiskdrive.

ATTRIB

Syntax:ATTRIB[filename][+/-][H][R]
Use: Tochangeattributeandsettingoffilesand directories.
Example: C:\>ATTRIB+HSuyash
Output: ThiscommandassignsthehiddenattributetoafilewithnameSuyash.

Symbol	Meaning
+	Setsanattribute
-	Clearsthescreen
R	Readonlyfileattribute
H	Hiddenfileattribute

CHKDSK

Syntax:CHKDSK[drive]
Use: ToCheckanddisplaystatusreportofany disk.
Example:C:\>CHKDSKD:
Output: ThiscommandchecksdriveD:foranyerrorsanddisplaysstatusreportofa drive D.

LABEL

Syntax:LABEL[drive:][path][Label-text]
Use: Creates,changesanddeletesvolumelabelnameofadisk.
Example:C:\>LABELA:\SCHOOL
Output: Thiscommanddeletesoldvolumelabelandcreatesthevolumelabel SCHOOL for disk drive A staying at C drive.

DISKCOMP

Syntax:DISKCOMP [drive:][drive2:]
Use: Usedtocomparetwodisks.
Example: C:\>DISKCOMPA:B:
Output: ThiscommandwillcomparetwofloppydisksinthedriveAandB.

EDIT

Syntax:EDIT
Use: Usedtoeditfiles.
Example: C:\>EDITSuyasha.txt
Output: ThiscommandwillopentheDOSfileSuyasha.txtandwillallowusto edit.

EXIT

Syntax:EXIT
Use: UsedtoquitfromMS-DOSprogram.
Example: C:\>EXIT
Output: ThiscommandallowsustoquitfromtheDOSprompt.